



Core vs. BillQuick vs. ArchiOffice

FEATURE COMPARISON

COMPARISON CHARTS



In this chart, BillQuick represents the BillQuick family of products, including BillQuick desktop, BillQuick Online and Web Suite. Similarly, ArchiOffice represents the ArchiOffice family of products including ArchiOffice, EngineerOffice and ArchiOffice Online.

FEATURE	CORE	BILLQUICK	ARCHIOFFICE
BUSINESS INTELLIGENCE			
- Dashboards	Advanced	✓	✓
- Info bars	✓		
- Performance widgets/metrics	Advanced	Limited	Limited
- Reports	✓	✓	✓
EMPLOYEE & VENDOR MANAGEMENT			
- Addresses per employee/vendor	Unlimited	1	Limited
- Multiple contact methods (phone, email, etc.)	✓	✓	✓
- Automatic overtime	✓	✓	
- Performance widgets/metrics	Advanced	Limited	Limited
- Payroll settings	✓	✓	
- Additional contacts	Unlimited	1	Unlimited
- Cloning	✓	✓	✓
- Transactions	✓	✓	✓
- Merging	✓		
CLIENT MANAGEMENT			
- Addresses per client	Unlimited	1	Limited
- Multiple contact methods (phone, email, etc.)	✓	✓	✓
- Fee schedules	✓	✓	
- Performance widgets/metrics	Advanced	Limited	Limited
- Transactions	✓	✓	✓
- Contacts	✓	✓	✓
- Cloning	✓	✓	✓
- Merging	✓	✓	
ACTIVITY ITEMS			
- Item-level taxes	✓	✓	Limited
- Merging	✓	✓	
EXPENSE ITEMS			
- Type: other charge item, inventory, non-inventory	✓	✓	
- Item-Level taxes	✓	✓	Limited
- Merging	✓	✓	



FEATURE	CORE	BILLQUICK	ARCHIOFFICE
PROJECT MANAGEMENT			
- Contract types	12	12	5
- Multiple contact methods (phone, email, etc.)	✓	✓	✓
- Fee schedules	✓	✓	
- Delayed fee schedules		✓	
- Budgets	✓	✓	✓
- Estimates	✓	✓	
- Billing schedules	✓	✓	
- Automatic billing	✓	✓	
- Contacts	Unlimited	1	Unlimited
- Project templates	✓		✓
- Merging	✓	✓	
- Cloning	✓	✓	✓
- Milestones			✓
- Performance widgets/metrics	Advanced	Limited	Limited
- Transactions	✓	✓	✓
- Requests for information (RFIs)	✓		✓
- Requests for proposals (RFPs)			✓
- Submittals	✓		✓
- Drawings	✓		✓
- Task allocation and forecasting	✓	✓	Limited
- Gantt charts	✓	✓	
TIME AND EXPENSE TRACKING			
- Time card	✓	✓	✓
- Time sheet	✓	✓	
- Timers	Multiple	Multiple	Limited
- Time and expense reviewer	✓	✓	✓
- Personal time off (PTO)	✓	✓	✓
- Overtime calculator	✓	✓	
- Expense card		✓	✓
- Expense sheet	✓	✓	
- Workflow: submit-approve	✓	✓	✓
- Multiple currencies	✓	✓	



FEATURE	CORE	BILLQUICK	ARCHIOFFICE
BILLING AND INVOICING			
- Joint invoices	✓	✓	
- Manual invoices	✓	✓	✓
- Batch invoices	✓	✓	✓
- Invoice templates	✓	✓	Limited
- Workflow: submit-approve	✓	✓	
- Retainage	✓	✓	
- Retainers	✓	✓	✓
- Invoice preview/print/email	✓	✓	✓
- Write-up/down (WUD)	✓	✓	
- Logo on invoices	✓	✓	✓
- In-Built invoice customization	✓	✓	
- Late fee processing	✓	✓	✓
- Payment terms	✓	✓	✓
- Custom invoice templates	✓	✓	✓
- Export invoices to LEDES	✓	✓	
ACCOUNTS RECEIVABLE			
- Statements	✓	✓	✓
- Payments	✓	✓	✓
- Credit memos	✓	✓	✓
- Credit card processing	In future	✓	
- Invoice collections	✓	✓	
- Recurring invoices	✓	✓	
GENERAL ACCOUNTING / ACCOUNTS PAYABLE			
- Chart of accounts	✓	✓	
- Cost pools	✓		
- Purchase orders (PO)	✓	✓	
- Vendor bills	✓	✓	
- Credit cards	✓	✓	
- Account registers	✓	✓	
- Account reconciliation	✓	✓	
- Bank and utility feeds	Automatic	Manual import	
- Deposits	✓	✓	
- Checks	✓	✓	
- Funds transfer	✓	✓	
- General journal	✓	✓	
- Recurring bills and checks	✓	✓	
- Vendor credits	✓	✓	
- Transaction classes	✓	✓	



FEATURE	CORE	BILLQUICK	ARCHIOFFICE
REPORTS			
- Memorized reports	✓	✓	✓
- Favorite reports	✓	✓	
- In-Built report customization	✓	✓	
- Scheduled reports	In-built	Add-On	
- Export reports as			
o PDF	✓	✓	✓
o Word	✓	✓	
o Excel/CSV	✓	✓	✓
o RTF		✓	✓
- Custom report templates	In future	✓	✓
USER INTERFACE			
- Themes	✓	✓	✓
- Custom labels	✓	✓	Limited
EMAIL SETTINGS			
- Predefine emails: subject, message, etc.	✓	✓	Limited
- Customization with smart variables/fields	✓	✓	
SECURITY			
- Features based on packages subscribed	✓		
- Security permissions and profiles	✓	✓	✓
- Report permissions	✓	✓	✓
- DCAA compliance	✓	✓	
- Archive and restore data		✓	✓
- Audit trail	In future	✓	
INTEGRATIONS			
- Integration with QuickBooks Desktop		✓	✓
- Integration with QuickBooks Online	✓	Online version	
- Integration with Sage 50/Peachtree	In future	✓	
- Integration with MYOB	MYOB AccountRight	MYOB Premier & Accounting	
- Integration with Xero Accounting	✓		
- Integration with Apple Calendar, Address Book, and Mail			✓
- Integration with Microsoft Entourage			✓
- Integration with Microsoft Outlook	In future	Add-On	✓
- Cloud storage (Google Drive, Dropbox, etc.)	✓	Link only	



FEATURE	CORE	BILLQUICK	ARCHIOFFICE
GENERAL FEATURES			
- Multiple companies	✓	✓	✓
- Sample databases	✓	✓	✓
- Favorites menu by user	✓	✓	
- In-Built help	✓	✓	✓
- In-Built messaging among users	✓	✓	
- Notifications and reminders	✓	✓	
- In-Built event calendar	✓		✓
- Groups	✓	✓	✓
- Memos	✓	✓	
- Documents and attachments	Advanced	✓	✓
- Document templates and types			✓
- To-Dos	✓	✓	✓
- Notes and note categories	✓	✓	✓
- Auto-Complete in memo fields	✓	✓	
- Custom fields	Unlimited	Limited	Limited
- Account management			
◦ Reassign licenses to users		✓	
◦ Assign subscription packages to users	✓		
◦ Add and renew subscriptions online	✓	✓	✓
- Import and export data	Export only	✓	Export only
- Mobile app	Full functionality	Time & expense only	Time & expense only
- Human resources (HR) management	In future	Add-on	
- Role-based navigators		✓	



World Headquarters

NORTH & SOUTH AMERICA

3825 Del Amo Boulevard, Torrance, CA 90503

United States of America

Tel: (866) 945-1595 (toll-free)
+1 (310) 602-4010

Email: sales@bqe.com
support@bqe.com

Regional Offices

AUSTRALIA, NEW ZEALAND & ASIA

Level 10, 100 Walker Street, North Sydney NSW 2060, Australia

Tel: 1300 245 566 (toll-free)
+61 (02) 8935 6498

Email: aus-sales@bqe.com
aus-support@bqe.com

EUROPE, MIDDLE EAST & AFRICA

Tel: +44 20 3318 8111

Email: uk-sales@bqe.com
uk-support@bqe.com